



PERMITTING AND DEVELOPMENT REVIEW DIVISION  
FREDERICK COUNTY, MARYLAND  
*Department of Permits and Inspections*

30 North Market Street • Frederick, Maryland 21701  
Phone (301) 600-2313 • Fax (301) 600-2309

## Non-Residential Building Permit Application Information

### *Vanilla Box*

*A Vanilla Box, according to Frederick County Ordinance 06-17-413, is defined as "Building tenant space, separate building permit for tenant required; includes all of core building permit requirements plus essential leaseable elements with undefined tenant including finished interior walls, ceiling and lighting complete, floors, fire sprinklers, all life safety elements, restrooms, and all plumbing and electric."*

### **Submittal Requirements**

- ☐ 1. Notarized letter of permission from the property owner. If applicant is the Maryland Registered Architect or licensed Contractor for the property owner, this is not required.
- ☐ 2. Completed Building Permit Application for Non-Residential Vanilla Box.
- ☐ 3. Print out from Maryland Assessments Real Property Data [www.dat.state.md.us](http://www.dat.state.md.us) for property.
- ☐ 4. Three (3) copies of complete construction plans, signed and sealed by a Maryland Registered Architect/Engineer. Include a sketch that shows the building layout with the location of the vanilla box future tenant space indicated in relation to the other tenant spaces.
- ☐ 5. When property is within an incorporated town, paperwork from the town is required before Building Permit may be submitted. Please contact the town for information.
- ☐ 6. Payment of fees. Check or cash is accepted. All fees must be paid for at time of application.

## **STEP ONE – APPLY FOR PERMIT**

**Where to apply:** Applications are accepted in the Department of Permits and Inspections, at the above address.

**When Applications Are Accepted:** Applications are accepted Monday through Friday, (excluding County holidays) between 8:00am and 3:30pm. To ensure adequate time to complete your submittal, please apply prior to 3:00 pm.

## **STEP TWO – OBTAIN REVIEW APPROVALS**

During processing, the permit application will be reviewed by various agencies for their approval. It is important that you check status of the application and address any concerns or requests for additional information promptly.

**Plan Review Timeframes:** Review timeframe for a Vanilla Box application by Plan Review and the Office of Life Safety is two weeks for their initial review comments for this type of application.

**Agency Review Status:** Review timeframes for agencies outside of the Division of Permitting and Development Review may vary. If additional information is requested by any reviewing agency during processing, a notification is mailed to the applicant. Up-to-date review status may also be obtained via the Frederick County Government website [www.FrederickCountyMD.gov/DPDR](http://www.FrederickCountyMD.gov/DPDR).

**Permit Issuance:**

When all reviews have been approved, the issued permit will be mailed out to the applicant usually within 24 hours of issuance. The issued permit may be held for applicant pick-up if requested, or if the plans are too large to mail.

**STEP THREE – OBTAIN INSPECTION APPROVALS**

**Inspections:** The permit packet will contain valuable information regarding the inspection procedures, as well as one set of the reviewed construction plans to be kept onsite. Please read all information included in the packet when you receive it, so your inspection process goes as smoothly as possible.

**Certificate of Occupancy:** The end result of the permitting process is the issuance of the Certificate of Occupancy. Because a Vanilla Box permit is for a future tenant, the Certificate of Occupancy for a Vanilla Box is noted as a certificate of *completion, with no occupancy allowed under the Vanilla Box permit*. A separate Building Permit is required for the tenant. The Certificate of Occupancy to occupy the tenant space will be issued from the tenant's Building Permit.

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FREDERICK COUNTY DIVISION OF PERMITTING AND DEVELOPMENT REVIEW  
DEPARTMENT OF PERMITS AND INSPECTIONS  
30 NORTH MARKET STREET  
FREDERICK, MARYLAND 21701  
301-600-2313 INFORMATION



**ATTACHMENT (A) - NONRES-NEW**

A/P #

Process

Date:

Application Reviewed  
By (initials):

**Building Permit Application for NONRESIDENTIAL - NEW**

Please check the appropriate type of construction for this permit application:

☐ New Foundation Only

☐ New Core Only Bldg

☐ New Complete Bldg for Known Occupant

☐ New Addition to Existing Bldg

☐ New Accessory Structure (existing use)

☐ Vanilla Box/New Bldg (no defined tenant)

*Tenant Fit-Outs, New Tenant/No Change, Change of Owner, and Other Tenant Permits Use NonResidential - Tenant form.*

**SECTION I: CONTACT INFORMATION**

**Proposed Occupant of Property, or Developer if none**

Trading As Name of Occupant or Developer's Name

Current street address for above :

Town:

State:

Zip:

Daytime Telephone Number:

**Permit Service**

Name of Permit Service when applicable:

Street (mailing address) :

Town:

State:

Zip:

Contact Person for Permit Service (Applicant/Contact)  
Phone #

**Contractor or Architect**

Contractor or Architect information should only be completed when they are applying for the permit.

Please check one: ☐ Contractor ☐ Architect

Company Name:

Mailing Address for Contractor or Architect:

Street Address:

Town:

State:

Zip:

Contact Person for Contractor or Architect:

Contractor or Architect's Telephone Number:

Contractor or Architect's Fax Number:

Contractor or Architect's e-mail Address:

**SECTION II: PROPERTY INFORMATION**

Current Property Owner(s):

Eight Digit Property Tax ID (account) #

Acreage or Square Footage of **Property**:

Water Type:

Well ☐

Community ☐

Sewer Type:

Septic ☐

Community ☐

New Septic?

Yes ☐

No ☐

If Served by Septic, is construction area and property staked? Yes ☐ No ☐

New Septic Conventional or Sand Mound?

Property Address of Jobsite:

Town:

State:

Zip:

Subdivision Name:

Lot #

Is Property Within an Incorporated Town?

Yes\* ☐

No ☐

*\*Town paperwork must be submitted with application.*

Is this building situated

along a State Road? Y ☐ N ☐

Is there a roadside tree that will be disturbed or removed due to the proposed construction?(A roadside tree is defined as a plant that has a woody stem or trunk that grows all, or in part, within the right-of-way of a public road.)

Yes ☐

No ☐

# BUILDING PERMIT APPLICATION FOR NONRES-NEW- PAGE TWO OF FOUR

## Site Information - Complete for All Applications Except Vanilla Box

### SITE PLAN

APPROVED SITE PLAN # \_\_\_\_\_

SITE AREA FOR CONSTRUCTION: \_\_\_\_\_

SITE PLAN APPROVED FOR WHAT USE? \_\_\_\_\_

PHASED CONSTRUCTION - PHASE: \_\_\_\_\_

### Complete the Information Below According to Type of Construction

#### Type: Foundation Only

Square Footage of Foundation: \_\_\_\_\_

#### Type: Core Bldg (includes Shell)

Square Footage of Core Bldg: \_\_\_\_\_

Square Footage of Core Areas to be Constructed in a  
Previously Approved Shell Bldg: \_\_\_\_\_

Describe Core Construction: \_\_\_\_\_

#### Type: New Complete Bldg, Addition, or Accessory

Square Footage of Building: \_\_\_\_\_  
(all floors including mezzanines, canopies, porches, etc.)

Type of Occupancy: \_\_\_\_\_  
(i.e., retail, office, restaurant, manufacturing, etc.)

Please List Rooms (i.e., offices, exam rm, lobby):


Number of bathrooms: \_\_\_\_\_

### SETBACKS

The setbacks are the actual distances from the proposed construction to the property lines in each direction.

Front: \_\_\_\_\_  
Rear: \_\_\_\_\_

Right: \_\_\_\_\_  
Left: \_\_\_\_\_

### Complete the Information Below If not applicable, please enter "N/A".

Cost of Construction: \_\_\_\_\_  
*includes electrical, plumbing, labor & materials for only the construction phase that is being applied for.*

Any Electrical Work Involved? Y ☐ N ☐  
Any Plumbing Work Involved? Y ☐ N ☐

If there has been a Building Permit applied for previously for this structure, such as a foundation only permit or a shell building, please supply permit number(s): \_\_\_\_\_

Occupant Load: \_\_\_\_\_

Operating Hours for Known Occupant: \_\_\_\_\_

Number of Stories: \_\_\_\_\_

Building Height: \_\_\_\_\_

Outdoor Storage? Yes ☐ No ☐

If Yes, describe the type of Outdoor Storage: \_\_\_\_\_

Describe Proposed Uses Not Listed As Rooms:  
(i.e., cellular equipment, outdoor dining area, etc.)


**BUILDING PERMIT APPLICATION FOR NONRES - NEW - PAGE THREE OF FOUR**

**Building Details - Check Only the New Work That You Are Applying For:**

<b>Foundation Walls</b> <input type="checkbox"/> Block <input type="checkbox"/> Concrete Pier <input type="checkbox"/> Concrete <input type="checkbox"/> Masonry <input type="checkbox"/> Precast <input type="checkbox"/> Other	<b>Exterior Wall Construction</b> <input type="checkbox"/> Brick <input type="checkbox"/> Frame <input type="checkbox"/> Steel <input type="checkbox"/> Other	<b>Exterior Wall Type</b> <input type="checkbox"/> Brick Veneer <input type="checkbox"/> Masonry <input type="checkbox"/> Siding <input type="checkbox"/> Steel <input type="checkbox"/> Stone <input type="checkbox"/> Stucco <input type="checkbox"/> Vinyl <input type="checkbox"/> Wood <input type="checkbox"/> Other	<b>Roof Type</b> <input type="checkbox"/> Truss <input type="checkbox"/> Rafter <input type="checkbox"/> Other
<b>Floor Covering</b> <input type="checkbox"/> Carpet <input type="checkbox"/> Concrete Slab <input type="checkbox"/> Hardwood <input type="checkbox"/> Tile <input type="checkbox"/> Other	<b>Interior Walls</b> <input type="checkbox"/> Drywall <input type="checkbox"/> Other		<b>Roof Cover</b> <input type="checkbox"/> Fiberglass <input type="checkbox"/> Membrane <input type="checkbox"/> Steel <input type="checkbox"/> Other

<b>Mechanical</b> Heating Fuel Type _____ Heating System Type _____ Central Air? _____ Sprinklered? _____	<b>Alterations</b> If there are alterations to the existing structure that are included in the scope of work that you are applying for, please describe below in "Scope of Work". <b>Square footage of Alterations:</b> _____
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**Scope of Work**

**Please describe the scope of work that you are applying for:**

**Additional Information**

**If there is additional information that you feel will expedite reviews for this application, please note below:**

**SIGNATURE PAGE**

**IMPORTANT - PLEASE READ CAREFULLY**

The Applicant hereby certifies and agrees as follows: 1) That he/she is authorized to make this application, 2) that the information is correct, 3) that he/she will comply with all regulations of Frederick County which are applicable hereto, 4) that he/she will perform no work on the referenced property not specifically described in the application: 5) that he/she knows that this permit does not include electrical or plumbing work: electrical and plumbing work require a separate permit. Any change without approval of the agencies concerned shall constitute sufficient grounds for the disapproval of a permit. The appropriate revision fee shall be charged.

**Permit Application Extension :**

The permit application is valid for 6 months. The fee to extend an application is \$110.00. The request must be made in writing prior to the expiration date, with justification. Each extension for an application shall not exceed 6 months.

**Properties Served by County Water and Sewer :**

It is the applicant's responsibility to identify and disclose any water and/or sewer utilities or easements, in, on, or near the proposed improvements. Approval of this permit by DUSWM shall not, on behalf of the BOCC, be construed as a modification or amendment of any water or sewer easement nor constitute permission to encroach thereon. Should an encroachment be found in the future, the cost to remedy said encroachment shall be borne by the property owner.

***Plumbing fixtures may not be added without benefit of a capacity permit from the Division of Utilities and Solid Waste Management.***

***Building Permits and Applications for Building Permits are non-transferrable and non-assignable.***

***Core/Shell Only, and Vanilla Box/New Building require separate Building Permits for Occupancy.***

\_\_\_\_\_  
Signature of APPLICANT

\_\_\_\_\_  
Please print name

\_\_\_\_\_  
Connection with application

FY11/Web Packet/Vanilla Box/pm

**FREDERICK COUNTY MD  
EXCISE TAX WORKSHEET**

Single Fam Detached \_\_\_\_\_ Mobile Home \_\_\_\_\_ Application # \_\_\_\_\_  
Single Fam Attached \_\_\_\_\_ Other \_\_\_\_\_ Name \_\_\_\_\_

**FEE CALCULATION FOR SINGLE FAMILY RESIDENTIAL CONSTRUCTION**

1. <u>Total square footage (finished &amp; unfinished)</u> To calculate, use outside dimensions. Any portion of a foot is dropped from the measurement.	_____	(No charge For the 1st 700 sq. ft.) _____
2. <u>Subtract 700 sq. ft.</u>	700	_____
	=	
3. <u>Subtotal</u>	_____	<u>Add the 2 figures below:</u>
4. <u>Subtract 700 sq. ft.*</u>	_____	X \$0.10 per sq. ft. \$ _____
	=	+
5. <u>Remainder of sq. ft.</u>	_____	X \$0.25 per sq. ft. \$ _____
		<b>TOTAL</b> =
		<b>EXCISE TAX</b> \$ _____

\* (if the subtotal from #3 is less than 700 sq. ft., use actual square footage)

**FEE CALCULATION FOR RESIDENTIAL ADDITIONS**

1. <u>Exact gross square footage of residential building</u> (Definition of "gross square footage" means the entire square footage of the construction and is the same as calculated for building permit purposes under the Frederick County Code. It includes all finished and unfinished areas of the construction. To calculate, use exterior dimensions. Any portion of a foot is dropped from the measurement.)	_____
2. <u>Exact gross square footage of proposed addition</u> (finished and unfinished square footage)	_____
3. <u>If #2 is larger than #1, subtract #1 from #2 and enter here. Use this figure to calculate fee.</u> If #1 is larger than #2, no excise tax is charged.	_____ **

**\*\* Use this figure to enter under #1 on the above "Single Family Residential Construction" worksheet**

**FEE CALCULATION FOR NON-RESIDENTIAL CONSTRUCTION**

<u>Exact gross square footage of construction</u> Definition of "gross square footage" means the entire square footage of the construction and is the same as calculated for building permit purposes under the Frederick County Code. It includes all finished and unfinished areas of the construction, all floors. Fee will be calculated on the first permit application for that construction (excluding "foundation only" permits).	_____
	X \$0.75 per sq. ft. \$ _____

**See Reverse For Multi-Family Residential Construction Worksheet**

**Fee Calculation Sheet for:**  
**Vanilla Box/No Defined Tenant (new building for no defined tenant)**

complete this column			
Automation Enhancement Fee	\$ 10.00		All Building Permits
Filing fee	\$ 28.00		All Building Permits
Zoning fee* (select one)	\$ 215.00 \$ 52.00		Principle NonResidential Use of a property All other NonResidential permits
Health Department Review fee*	\$ 50.00	\$	All permits with the exception of Incorporated Towns. If Town selects Health to review permit during the Town Review, then this fee must be paid before Health can review application.
Septic fee * (select one)	\$ 100.00 \$ 200.00 \$ 25.00	\$ \$ \$	New Conventional Septic New Sand Mound Septic Connect to existing septic - check with Health Dept.
Building fee per sq ft Enter total sq ft:	\$ 0.21 Minimum of \$55.00	\$ - Minimum of \$55.00	Multiply total sq ft of all floor area, including mezzanine floor area, and covered areas such as drive-thrus or patios.
OLS fee per sq ft Enter total sq ft:	\$ 0.12 Minimum of \$114.00	\$ - Minimum of \$114.00	Multiply total sq ft of all floor area, including mezzanine floor area, and covered areas such as drive-thrus or patios (same as bldg fee sf).
Site Compliance fee* (select one)	\$ 330.00 \$ 110.00	\$ \$	Initial permit applied for in relation to approved site plan. Any other permit applied for <u>at same time</u> as initial permit above. For instance, multiple permits for self-storage buildings on a site.
Total of above fees only:		\$ -	<b>IMPORTANT:</b> Properties within Incorporated Towns - do not include fees with *
Excise Tax Enter total sq ft:	\$ 0.75	\$ -	Multiply total sq ft of all floor area, including mezzanine floor area, and covered areas such as drive-thrus or patios (same as bldg fee sf). No building excise tax shall be imposed on construction by the State of MD, the Co. Commissioners, any municipality or the federal government
Total of above fees including Excise Tax:		\$ -	Upon submittal of building permit application, either total with or without excise tax may be paid. If excise tax is not paid at time of application, it may be paid at anytime, but must be paid prior to the application progressing to the pre-issue stage.

Other agency fees may be applicable and are not included in this fee calculation sheet.

Checks are made payable to: Frederick County.

With the exception of Excise Tax, all fees are due at time of application submittal.

Payment of Excise Tax may be made by mail, with Building Permit Application number indicated.

Mail to: Frederick County Department of Permits and Inspections  
 30 North Market Street  
 Frederick, Maryland 21701





Martin O'Malley, Governor  
Anthony G. Brown, Lt. Governor  
John R. Griffin, Secretary  
Eric Schwaab, Deputy Secretary

effective Oct. 1  
**Roadside Tree Law - Changes to Permit**

Passed in 1914, the Roadside Tree Law and its regulations were developed to protect Maryland's roadside trees by ensuring their proper care and protection and to ensure their compatibility with the public utility system.

Before a roadside tree\* is trimmed or cared for in any way including removed, a **Tree Care Permit must be obtained from the Maryland DNR Forest Service**. A roadside tree is any tree that grows all or in part within a public road right-of-way\*\*. A permit is also needed to plant a tree within the public road right-of-way. Any work (including removals) performed on a roadside tree, 20 feet or greater in height, must be done by a licensed tree expert. If tree care or removal is performed on a roadside tree without a permit, a fine or more severe actions may be assessed by the Maryland DNR Forest Service.

During the 2009 Legislative Session, the Roadside Tree Law (NRA §5-401—5-406, Annotated Code of Maryland) was amended to state: "A county or municipality may not issue a building permit to an applicant for any clearing, construction, or development that will result in the trimming, cutting, removal, or injury of a roadside tree **until the applicant first obtains a permit from the Department** in accordance with this section." [NRA 5-406(D)] *emphasis added*

\* a roadside tree is defined as a plant that has a woody stem or trunk that grows all, or in part, within the right-of-way of a public road. [COMAR 08.07.02.02.B.(10)]

\*\* right-of-way of a public road is defined as that land the title to which, or an easement for which, is held by the State, county, or a municipality for use as a public road. [COMAR 08.07.02.02.B.(8)] Right-of-ways of a public road that has not been surfaced with either stone, shell, concrete, brick, asphalt, or other improved surface material is exempt. [COMAR 08.07.02.03A.(2)]

**To determine if a permit has been issued:**

A website query is currently being developed which will allow the public to query an address or the city to determine if a permit has been issued. This will be located on the MD Forest Service website. The query can only indicate if a permit has been issued. *A negative response from the Roadside Tree Permit Query may indicate that either a roadside tree permit was not requested at this address or that there are no roadside trees at this address (and no permit is required).* Please remember that all applicants receive a paper permit and can submit these as requested.

**If the applicant needs a roadside tree permit, a permit can be obtained at:**

To obtain a permit: <http://www.dnr.state.md.us/download/060905rtp.doc>

Mail the completed form to: [http://www.dnr.state.md.us/forests/art/county\\_map.asp](http://www.dnr.state.md.us/forests/art/county_map.asp)

**To learn more about Roadside Tree Law:** <http://www.dnr.state.md.us/forests/programapps/newrtlaw.asp>

**For further information, please contact:**

Eastern Region:	Central Region:	Southern Region:	Western Region:
(Caroline, Dorchester, Kent, Queen Anne's, Somerset, Talbot, Wicomico, and Worcester Counties)	(Baltimore, Carroll, Cecil, Harford, Howard, and Montgomery Counties)	(Anne Arundel, Calvert, Charles, Prince George's, and St. Mary's Counties)	(Allegany, Frederick, Garrett, and Washington Counties)
Kathy Kronner MD Forest Service (410)-543-1950 <a href="mailto:kkronner@dnr.state.md.us">kkronner@dnr.state.md.us</a>	Tod Ericson MD Forest Service (410) 836-4578 <a href="mailto:tericson@dnr.state.md.us">tericson@dnr.state.md.us</a>	Horace Henry MD Forest Service (410) 360-9774 <a href="mailto:hhenry@dnr.state.md.us">hhenry@dnr.state.md.us</a>	Becky Wilson MD Forest Service (301) 777-5591 <a href="mailto:bwilson@dnr.state.md.us">bwilson@dnr.state.md.us</a>

Marian Honeczy, Supervisor Urban & Community Forestry, (410) 260-8511 or via email at [mhoneczy@dnr.state.md.us](mailto:mhoneczy@dnr.state.md.us)

Tawes State Office Building • 580 Taylor Avenue • Annapolis, Maryland 21401

410.260.8DNR or toll free in Maryland 877.620.8DNR • [www.dnr.maryland.gov](http://www.dnr.maryland.gov) • TTY users call via Maryland Relay



## Roadside Tree Permit – Typical Situations 9/17/09

